

Welcome to the Recruitment Toolkit!

The Recruitment Toolkit is part one of a larger Toolkit being developed to support child care operators with the recruitment and retention of high-quality child care and early workforce.

The following toolkit is developed to support the recruitment of staff through resources. The Recruitment Toolkit is divided into three major sections:

1. Co-op Students Onboarding and Support
 - 1.1 Checklist - Onboarding co-op students
 - 1.2 Brochure for Career Pathways for high school students
 - 1.3 Roadmap – How to Become an Early Childhood Educator through the Apprenticeship Program

2. Recruitment Best Practices
 - 2.1 Job Description
 - 2.1.1 Job Description Sample Template
 - 2.1.2 Job Posting Tips and Tricks
 - 2.1.3 Job Posing Sample Template
 - 2.2 Interview Questions
 - 2.2.1 Interview Sample Template
 - 2.3 Reference Request
 - 2.4 Onboarding, Orientation Checklist Sample Template

Each section includes a sub-sections on topics which would include things to consider and some useful tips and tricks.